Project Health and Safety Specification

In terms of OHS ACT 85 0f 1993 & and Construction Regulations 2014

Project: DOUBLE UNIT (TWO (2) BEDROOM UNIT) – REPAIRS EXISTING UNITS SIX (6) DOUBLE UNITS & SINGLE UNIT (ONE (1) BEDROOM UNIT) REPAIRS EXISTING TWO SINGLE UNITS DAVIDSON COURT

For: GEORGE MUNICIPALITY – HUMAN SETTLEMENTS (NEW HOUSING)

Project Directory	
Project Client	
Name: George Municipality 71 York Street George 6530	Contact Details: 044 801 9111
Designer	
Name: George Municipality 71 York Street George 6530	Contact Details: 044 801 9111
OHS	
Name: OHS Inc	Contact Details: 082 7717072 admin@ohsinc.co.za
Other Parties	
Name: George Municipality Electrical Dept	Contact Details: 044 801 9222
Name: George Municipality Water Dept	Contact Details: 044 801 9262
Name: George Municipality Civil Engineering Services	Contact Details: 044 801 9111

Project Details	
Provisional Start Date:	**TBA**
Provisional Completion Date:	**TBA**
Proposed Contract Duration:	**TBA**
Proposed Project Value:	**TBA**
Notification of Construction Work:	**Yes**
Construction Work Permit Application:	**N/A**
Prepared by:	**J van Graan**
Date Prepared:	**24 August 2021**

PROJECT HEALTH AND SAFETY SPECIFICATION
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1. Purpose

1. The purpose of this document is to provide health and safety information about specific project risks known by the Client, Designer and Client Agent. These risks are applicable to this project and may not necessarily be common knowledge to the Contractor. The Contractor must take this information into account and ensure that their tenders include adequate resources to deal with the matters detailed in this document. Compliance must be ensured by the Contractor and Appointed Sub- Contractor to all relevant legislation. Safeguarding of employees, sub-contractors and other persons affected by the construction activities must be ensured.

2. Reference should be made to the following documentation in conjunction with this safety specification (including existing surveys, drawings and reports):

(a) Engineers Drawings
(b) Designers Input
(c) Tender Documents

References used for the drafting of this specification

OHS Act – Occupational Health and Safety act 85 of 1993 and all regulations promulgated under this act, special reference to Construction Regulations 2014

Electrical Regulations – Under department of Minerals and Energy

COIDA Act - Compensation for Occupational Injuries and Diseases Act

3. Due to potentially dangerous operations being undertaken in construction, there is a possibility of incidents and accident which may lead to injuries or fatalities. In many instances non-compliances to the Occupational Health and Safety Act (OHS Act) has resulted in severe consequences for the parties involved. The Project Client is determined to ensure the highest health and safety standards throughout the Contract.

4. To ensure this The Project Client / Client Agent has prepared and published this document. This document should be used as a guideline for minimum levels of awareness and guidance for health and safety requirements for this Contract. The responsibility for adhering to these requirements rests with the Contractors.

5. Every Employer will provide and maintain, as far as reasonably practicable, a set working environment that is safe and without risk to the health of his employees. OHS Act 8 (1)

6. Compliance with the OHS Act and Regulations will not be limited to this specification and the definitions contained in this document.

7. Tenderers are expected to be conversant with the requirements and effect of health and safety legislation, in particular the Construction Regulations, 2014, and the Occupational Health and Safety Act, 85 of 1993. Provision must be made in the tender submission to comply with all legal requirements.

8. The Contractor's personnel will be responsible implementation all necessary legislative requirements. Document control and record systems associated with the legislation must be kept by the Contractor.

9. This document should be used to assist them Contractor towards achieving compliance with the OHS Act.

10. The Specification will be implemented during construction of the works Project Client / Client Agent has control over.

11. **The Project Client is committed to ensure compliance to all the relevant legislation regarding Occupational Health and Safety is maintained and no accident occurs.**

12. This document must be used as a means of measuring performance of all parties entering into a contract with the project Client or Contractor in Occupational Health and Safety Standards.

13. The Project Client does not accept any liability which may result from the Contractor failing to comply with the Document; the Contractor remains responsible for achieving the required performance levels.

14. This document forms part of the Contract, and Contractors are required to make it part of their Contracts with Sub-Contractors and Suppliers.

15. The successful Contractor will ensure that a Safety Plan complying with all the relevant legal requirements and this document is compiled and approved by the Client/Client Agent before commencement of Construction.

1.2 PROJECT DETAILS

Description of Work

Floor (In the entire Unit at all six (6) double units)

Contractor must remove existing flooring material (vinyl tiles) and wood skirting edgings, clean the floor surface and prepare to receive 15-20mm tile adhesive. Supply and install grey matt floor tiles 350 x 350mm ceramic non slip floor tiles including new 70 mm wide tile skirting edge and place tiles as per the manufacturer's specification to all the rooms in the unit area.

Contractor must resize all internal doors to accommodate new tiled floor.

Retention Period:

Contractor must replace damaged or hollow sounding tiles, before payment for each area at Works Completion and Final (Retention) completion phases. Thus, the onus is on the appointed contractor to ensure that work is performed correctly.

Windows (In the entire Unit at all six (6) double units)

Contractor must ensure that all the glazing section can open and close properly for ventilation purposes. Window frame must be sanded, cleaned and varnish with a water-based varnish minimum of 3 coats.

Doors (In the entire Unit at all six (6) double units)

Contractor must remove the existing external doors and door frames at all the units, supply and install **one (1)** new solid 2 panel hardwood stable door and door frame at all units with the required ironmongery SABS approved (locks, hinges, handles & bolts). Internal aluminium doors frames to be sanded and repainted with a paint for aluminium 3 coats and the **three (3)** internal doors must be removed and replaced with new hollow core internal doors with the required ironmongery SABS approved (locks, hinges, handles & bolts). and sanded, cleaned and varnish with a water-based varnish minimum of 3 coats.

The new installed exterior door must receive purpose made security gate. The new security gates to be hop dip galvanized steel

The Gate to have one (1) padlock position (middle) per gate and must receive top & bottom barrel bolts, contractor must ensure that the barrel bolts are lockable and must also provide the padlocks. The appointed contractor will provide padlocks for each locking point on the security gates and the padlocks for each gate / opening must be keyed-a-like

The gate must be able to open 180 degrees or flat against a wall.

Kitchen (In the entire Unit at all six (6) double units)

Contractor must remove existing build in kitchen skim cupboards including sink and old discharge waste fittings, supply and install new kitchen double sink and aspire basin mixer chrome stainless steel, melamine panels (natural oak) with granite countertops (30mm natural stone top), melamine doors with 2mm matching PVC edge, stainless steel ECO 0mm hinges to be used.

Contractor must remove existing wall tiles, supply and install new ceramic wall tiles similar to the new floor tiles.

Contractor must remove existing wooden sliding door.

Drawing will be provided for information and dimensions installing the build in cupboards.

Bedrooms x two (2) (In the entire Unit at all six (6) double units)

Contractor must remove existing build in skim bedroom cupboards doors only and supply and install melamine panels (natural oak) doors, to match the kitchen cupboards. Contractor must ensure that all the built-in cupboards doors can open and close properly. Built in cupboards must be sanded, cleaned and a breakthrough for mould resistant, paint equivalent to a water-based enamel paint for wood use 3 coats.

Passageway Build In Cupboards Doors (In the entire Unit at all six (6) double units)

Contractor must remove existing build in passageway skim cupboards doors only and supply and install melamine panels (natural oak) doors, to match the kitchen cupboards.

Bathroom (In the entire Unit at all six (6) double units)

Contractor must remove existing basin, toilet pot and cistern including discharge pipe and all fittings, supply and install new ceramic toilet set. Toilet bath must be completely removed and install new shower using the old bath discharge point and close off with Clyde corner shower door. Put new Stainless-steel chrome shower mixer with shower brackets, single towel rail, soap dish and holder, robe hook and tumbler with holder, and a bathroom mirror single cabinet (600mm x 300mm 100mm). Ensure that the toilet has a working stop valve; the basin must receive new chrome plated taps.

Contractor must remove existing wall tiles, supply and install new ceramic wall tiles similar to the new floor tiles.

Make good wall areas before handover.

Internal Walls (In the entire Unit at all six (6) double units)

The contractor to clean all dirty internal walls and mould up on walls including on the concrete roof slab / ceiling using chlorine bleach solution mix with water by making use of stiff-bristled brush scrub the mould areas then rinse the wall thoroughly and dry. Once the wall has been dry

out the contractor is required to apply a Breakthrough for mould resistant, paint the internal walls with paint equivalent to a water-based enamel paint for interior use 3 coats.

Ceilings (In the entire Unit at all six (6) double units)

The contractor to clean concrete roof slab / ceiling using chlorine bleach solution mix with water by making use of stiff-bristled brush scrub the mould areas then rinse the roof slab thoroughly and dry. Once the roof slab / ceiling has been dry out the contractor is required to apply a Breakthrough for mould resistant, paint the roof slab with paint equivalent to a water-based enamel paint for interior use 3 coats.

Electricity (In the entire Unit at all six (6) double units)

Contractors also required removing old plugs- covers switch sockets, lights and light switches, supply and install with new. Contractor to make sure of all the plugs switches and lights work in good order and light bulbs be 100-Watt Incandescent Light Bulbs.

SINGLE UNIT (ONE (1) BEDROOM UNIT)

Floor (In the entire Unit at all two (2) single units

Contractor must remove existing flooring material (vinyl tiles) and wood skirting edgings, clean the floor surface and prepare to receive 15-20mm tile adhesive. Supply and install grey matt floor tiles 350 x 350mm ceramic non slip floor tiles including new 70 mm wide tile skirting edge and place tiles as per the manufacturer's specification to all the rooms in the unit area.

Contractor must resize all internal doors to accommodate new tiled floor.

Retention Period:

Contractor must replace damaged or hollow sounding tiles, before payment for each area at Works Completion and Final (Retention) completion phases. Thus, the onus is on the appointed contractor to ensure that work is performed correctly.

Windows (In the entire Unit at all two (2) single units

Contractor must ensure that all the glazing section can open and close properly for ventilation purposes. Window frame must be sanded, cleaned and varnish with a water-based varnish minimum of 3 coats.

Doors (In the entire Unit at all two (2) single units

Contractor must remove the existing external doors and door frames at all the units, supply and install one (1) new solid 2 panel hardwood stable door and door frame at all units with the required ironmongery SABS approved (locks, hinges, handles & bolts). Internal aluminium doors frames to be sanded and repainted with a paint for aluminium 3 coats and the two (2) internal doors must be removed and replaced with new hollow core internal doors with the required ironmongery SABS approved (locks, hinges, handles & bolts). and sanded, cleaned and varnish with a water-based varnish minimum of 3 coats.

The new installed exterior door must receive purpose made security gate. The new security gates to be hop dip galvanized steel. The Gate to have one (1) padlock position (middle) per gate and must receive top & bottom barrel bolts, contractor must ensure that the barrel bolts are lockable and must also provide the padlocks. The appointed contractor will provide padlocks for each locking point on the security gates and the padlocks for each gate / opening must be keyed-a-like. The gate must be able to open 180 degrees or flat against a wall.

(In the entire Unit at all three two (2) single units

Contractor must remove existing build in kitchen skim cupboards including sink and old discharge waste fittings, supply and install new kitchen double sink and aspire basin mixer chrome stainless steel, melamine panels (natural oak) with granite countertops (30mm natural stone top), melamine doors with 2mm matching PVC edge, stainless steel ECO 0mm hinges to be used.

Contractor must remove existing wall tiles, supply and install new ceramic wall tiles similar to the new floor tiles.

Contractor must remove existing wooden sliding door.

Drawing will be provided for information and dimensions installing the build in cupboards.

Bedrooms x one (1) (In the entire Unit at all two (2) single units

Contractor must remove existing build in skim bedroom cupboards doors only and supply and install melamine panels (natural oak) doors, to match the kitchen cupboards.
Contractor must ensure that all the built-in cupboards doors can open and close properly. Built in cupboards must be sanded, cleaned and a breakthrough for mould resistant, paint equivalent to a water-based enamel paint for wood use 3 coats.

Passageway Build In Cupboards Doors (In the entire Unit at all two (2) single units

Contractor must remove existing build in passageway skim cupboards doors only and supply and install melamine panels (natural oak) doors, to match the kitchen cupboards.

Bathroom (In the entire Unit at all two (2) single units)

Contractor must remove existing basin, toilet pot and cistern including discharge pipe and all fittings, supply and install new ceramic toilet set. Toilet bath must be completely removed and install new shower using the old bath discharge point and close off with Clyde corner shower door. Put new Stainless-steel chrome shower mixer with shower brackets, single towel rail, soap dish and holder, robe hook and tumbler with holder, and a bathroom mirror single cabinet (600mm x 300mm 100mm). Ensure that the toilet has a working stop valve; the basin must receive new chrome plated taps.

Contractor must remove existing wall tiles, supply and install new ceramic wall tiles similar to the new floor tiles.

Make good wall areas before handover.

Internal Walls (In the entire Unit at all two (2) single units

The contractor to clean all dirty internal walls and mould up on walls including on the concrete roof slab / ceiling using chlorine bleach solution mix with water by making use of stiff-bristled brush scrub the mould areas then rinse the wall thoroughly and dry. Once the wall has been dry out the contractor is required to apply a Breakthrough for mould resistant, paint the internal walls with paint equivalent to a water-based enamel paint for interior use 3 coats.

Ceilings (In the entire Unit at all two (2) single units

The contractor to clean concrete roof slab / ceiling using chlorine bleach solution mix with water by making use of stiff-bristled brush scrub the mould areas then rinse the roof slab thoroughly and dry. Once the roof slab / ceiling has been dry out the contractor is required to apply a

Breakthrough for mould resistant, paint the roof slab with paint equivalent to a water-based enamel paint for interior use 3 coats.

Electricity (In the entire Unit at all two (2) single units

Contractors also required removing old plugs- covers switch sockets, lights and light switches, supply and install with new. Contractor to make sure of all the plugs switches and lights work in good order and light bulbs be 100-Watt Incandescent Light Bulbs.

1.3. EXISTING ENVIRONMENT

Project will take place at Davidson Court Langenhoven street, George Municipality flats that are occupied. The 1st two units that will be worked on is empty.

The required safety notices and signs must be displayed at the construction area indicating PPE and safety requirements, members of the public and tenants must be warned in regards to construction activities that will take place in the area. Clear notices indicating “DANGER CONSTRUCTION AREA” and “DANGER DO NOT ENTER” must be displayed at work areas.

The contractor must implement control measures to ensure dust created by the construction work is managed correctly and do not become a health risk to the local residents, and persons visiting the area.

Contractor must also provide the necessary training and precautionary measures when moving construction equipment, machinery and materials on national roads and through residential area to construction site so as to ensure the safety of members of the public and road users.

The Contractor must ensure compliance to Section 9 of the OHS Act 85 of 1993.

9. General duties of employers and self-employed persons to persons other than their employees

(1) Every employer shall conduct his undertaking in such a manner as to ensure, as far as is reasonably practicable, that persons other than those in his employment who may be directly affected by his activities are not thereby exposed to hazards to their health or safety.

(2) Every self-employed person shall conduct his undertaking in such a manner as to ensure, as far as is reasonably practicable, that he and other persons who may be directly affected by his activities are not thereby exposed to hazards to their health or safety.

1. Hazards particular to this project Baseline Risk Assessment

1.4 *BASELINE RISK ASSESSMENT*

Significant Risks and Hazards identified by the Client/Designer/Client Agent.

- COVID-19
- Site Establishment
- Use of local labour
- Traffic movement in and out of construction area.
- Movement of machinery, equipment, and materials through residential area to site
- Use of Construction Plant and Equipment.
- Loading and offloading
- Installation of pipes
- Noise and Dust.
- Cement Mixing

- Use of Scaffolding
- Working in elevated position
- Working in confined spaces
- Ironmongery
- Brick work
- Fire.
- Hand tools
- Hazardous Substances
- Flammable liquids (Diesel & Petrol)
- Working close to or with raw sewage
- Manual Handling of General Items.
- Woking close to or on existing services
- Stacking and storage of materials in work areas.
- Use of correct PPE
- Snakes and other positions insects
- Portable Electrical equipment (Grinders and Drills)
- Tilling and cutting
- Plumbing
- Painting
- Use of Ladders
- Electrical work
- Lockout & Tagout

NOTE:
Please refer to end of Safety Specification for minimum control measures required to address these risks.

The following materials and substances have, or may have, to be used in the works or is present and are identified as potentially posing special health and / or safety hazards during the project. Appropriate measures will need to be specified for their control:

- Petrol
- Diesel
- Hydraulic Oil
- Cement
- Clorine
- Bleach
- Silicone Sealers

Bleach

Main Hazard: Corrosive, Oxidising agent and poisonous gas production
Flammability: Non flammable
Chemical Hazard: High pH irritant
Biological Hazard: Some ingredients are not biodegradable
Reproduction Hazard: Nil

Chlorine

Hazard statements
H280: Contains gas under pressure; may explode if heated.
H270: May cause or intensify fire; oxidizer.
H331: Toxic if inhaled.
H315: Causes skin irritation.
H319: Causes serious eye irritation.

H335: May cause respiratory irritation.
H400: Very toxic to aquatic life.

The following Project Client safety rules and/or requirements are to be observed:

Safety Rules

COVID-19	Perform daily screening, wear mask at all times, wash hands with soap and water or sanitize regularly, maintain social distancing of 1.5 meters at all times
MANUAL LIFTING	Keep your back straight, Bend the knees, don't reach and lift, Get help for heavy loads.
FALLS & FALLING OBJECTS	Look before you step, keep all walk areas clean, stay out from under loads, don't use unsafe ladders
WORKING WITH ELECTRICITY	Avoid contact with energized electrical circuits, always use insulated tools, always use appropriate insulated rubber gloves and goggles, follow lock out and tag out procedure requirements never work on energized systems
UNSAFE USE OF TOOLS	Inspect regularly, report all defects at once, use the right tool safely, Put it away safely
PROTECTIVE EQUIPMENT	Ensure you use the correct PPE for the job at hand
HOUSEKEEPING	A clean job is a safe job, use waste bins, Pile materials safe and neat, Remove hazardous debris
TEAMWORK	Plan all work with safety - Protect fellow workers

Labour Records

At the end of each week the contractor will provide a written record, in schedule form reflecting the number and description of tradesmen and labourers employed by him and all his sub-contractors on the works each day. The record must also indicate total amount of people on site as well as total hours worked for the week.

Plant Records

At the end of each week the contractor will provide a written record, in schedule form reflecting the number, type and capacity of all plant, excluding hand tools, currently used on the works.

GENERAL PROJECT INFORMATION

The purpose of this section is to provide general health and safety information about construction risks which are applicable to the construction industry as a whole. The Contractor must take all information in this section into account and ensure that their tenders include adequate resources to deal with the matters detailed below. All relevant risks must be dealt with in compliance with legislation

2. STANDARD OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION

2.1. Scope

1. This Section covers the requirements for eliminating and mitigating incidents and within the Contract. The scope addresses minimum legal compliance, hazard and risk management,

promotion of a health and safety culture amongst all parties involved in the project and those affected by the activities taking place.

2. Contractors employed by The Project Client / Project Agent must ensure that the provisions of the specifications are applied both on the site and all off site activities relating to this project.

3. The Contractor must enforce the provisions of these Specifications amongst all subcontractors and suppliers for the project.

2.2 Interpretation

2.2.1 Application

1. The Occupational Health and Safety Specification contains clauses that are applicable to building / construction and impose pro-active controls associated with activities that impact on human health and safety as it relates to plant and machinery. Compliance to the requirements of the Act is in addition to the requirements of the Occupational Health and Safety Specification and form part of the Contractor's responsibility. The Client / Client Agent will monitor that the Contractors compliance with the requirements of the OHS Act.

2.2.2 Definitions

For the purpose of this Occupational Health and Safety Specification following the definitions, hereunder will apply:

"agent" means a competent person who acts as a representative for a Client;

Construction Work *(as defined in the Construction Regulations, 2014)* means any work in connection with—

a) the construction, erection, alteration, renovation, repair, demolition or dismantling of or addition to a building or any similar structure; or
b) the construction, erection, maintenance, demolition or dismantling of any bridge, dam, canal, road, railway, runway, sewer or water reticulation system; or the moving of earth, clearing of and, the making of excavation, piling, or any similar civil engineering structure or type of work;

Competent person
Means a person who

(a) has in respect of the work or task to be performed the required knowledge, training and experience and, where applicable, qualifications, specific to that work or task: Provided that where appropriate qualifications and training are registered in terms of the provisions of the National Qualifications Framework Act, 2000 (Act No. 67 of 2000), those qualifications and that training must be regarded as the required qualifications and training.
(b) Is familiar with the Act and with the applicable regulations made under the Act;

"construction manager" means a competent person responsible for the management of the physical construction processes and the coordination, administration and management of resources on a construction site;

"construction site" means a work place where construction work is being performed;

"construction supervisor" means a competent person responsible for supervising construction activities on a construction site;

"construction vehicle" means a vehicle used as a means of conveyance for transporting persons or material, or persons and material, on and off the construction site for the purposes of performing construction work;

"certificate of compliance" means
(a) a certificate with a unique number obtainable from the chief inspector, or a person appointed by the chief inspector, in the form of Annexure 1 J and issued by a registered person in respect of an electrical installation or part of an electrical installation; or
(b) a certificate of compliance issued under the Electrical Installation Regulations, 1992;

"client" means any person for whom construction work is being performed;

"electrical contractor"
means a person who undertakes to perform electrical installation work on behalf of any other person, but excludes an employee of such first-mentioned person;

"electrical installation"
means any machinery, in or on any premises, used for the transmission of electricity from a point of control to a point of consumption anywhere on the premises, including any article forming part of such an electrical installation irrespective of whether or not it is part of the electrical circuit, but excluding
(a) any machinery of the supplier related to the supply of electricity on the premises;
(b) any machinery which transmits electrical energy in communication, control circuits, television or radio circuits;
(c) an electrical installation on a vehicle, vessel, train or aircraft; and
(d) control circuits of 50 V or less between different parts of machinery or system components, forming a unit, that are separately installed and derived from an independent source or an isolating transformer;

"Electrical Installation Regulations, 1992"
means the Electrical Installation Regulations, 1992, promulgated by Government Notice No. R. 2920 of 23 October 1992;

"fall arrest equipment" means equipment used to arrest a person in a fall, including personal equipment, a body harness, lanyards, deceleration devices, lifelines or similar equipment;

"fall prevention equipment" means equipment used to prevent persons from falling from a fall risk position, including personal equipment, a body harness, lanyards, lifelines or physical equipment such as guard-rails, screens, barricades, anchorages or similar equipment;

"fall protection plan" means a documented plan, which includes and provides for -
- all risks relating to working from a fall risk position, considering the nature of work undertaken;
- the procedures and methods to be applied in order to eliminate the risk of falling; and
- a rescue plan and procedures;

"fall risk" means any potential exposure to falling either from, off or into;

Hazard
Means a source of or exposure to danger which may cause injury or damage to persons or property;

Hazard identification
Means the identification and documenting of existing or expected hazards to health and safety of persons which are normally associated with the type of construction work being executed or to be executed;

"health and safety file " means a file, or other record containing the information in writing required by these Regulations;

"health and safety plan" means a site, activity or project specific documented plan in accordance with the Client's health and safety specification;

"installation work" means
(a) the installation, extension, modification or repair of an electrical installation;
(b) the connection of machinery at the supply terminals of such machinery; or
(e) the inspection, testing and verification of electrical installations for the purpose of issuing a certificate of compliance;

"master installation electrician"
means a person who has been registered as a master installation electrician in terms of regulation 11 (2) for the verification and certification of the construction, testing and inspection of any electrical installation;

"medical certificate of fitness" means a certificate contemplated in regulation 7(8);

"National Building Regulations" means the National Building Regulations made under the National Building Regulations and Building Standards Act, 1977 (Act No. 103 of 1977), and promulgated by Government Notice No. R. 2378 of 30 July 1990, as amended by Government Notices No's R. 432 of 8 March 1991, R. 919 of 30 July 1999 and R. 547 of 30 May 2008;

"principal contractor" means an employer appointed by the Client to perform construction work;

"Professional Engineer or Professional Certificated Engineer" means a person holding registration as either a Professional Engineer or Professional Certificated Engineer in terms of the Engineering Profession Act, 2000 (Act No. 46 of 2000);

"registered person"
means a person registered in terms of
(a) regulation 11; or
(b) regulation 9 of the Electrical Installation Regulations, 1992, as an electrical tester for single phase, an installation electrician or a master installation electrician, as the case may be;

Risk
Means the probability or likelihood that a hazard can result in injury or damage.

Risk assessment
Means a program to determine any risk associated with any hazard at a construction site, in order to identify the steps needed to be taken to remove or control such hazard

"scaffold" means a temporary elevated platform and supporting structure used for providing access to and supporting workmen or materials or both; "shoring" means a system used to support the sides of an excavation and which is intended to prevent the cave-in or the collapse of the sides of an excavation;

"supplier"
in relation to a particular electrical installation, means any person who supplies or contracts or agrees to supply electricity to that electrical installation;

Site
Means the area in the possession of the Contractor for the construction of the works. Where there is no demarcated boundary it will include all adjacent areas, which are reasonably required for the activities for the Contractor;

"temporary works" means any falsework, formwork, support work, scaffold, shoring or other temporary structure designed to provide support or means of access during construction work;

The Act
Means, unless the context indicates otherwise, the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) and Regulations promulgated there under.

2.3 General Health and Safety Provisions

2.3.1 Notification of Intention to Commence Construction Work

1. A contractor who intends to carry out any construction work other than work contemplated in regulation 3(1), must at least 7 days before that work is to be carried out notify the provincial director in writing in a form similar to Annexure 2 if the intended construction work will—

   (a) include excavation work;
   (b) include working at a height where there is risk of falling;
   (c) include the demolition of a structure; or
   (d) include the use of explosives to perform construction work.

2. A contractor who intends to carry out construction work that involves construction of a single storey dwelling for a client who is going to reside in such dwelling upon completion, must at least 7 days before that work

2.3.2 Assignment of Contractor's Responsible Persons to Supervise Health & Safety on Site

2.3.2.1 Construction Manager

1. A principal contractor must in writing appoint one full-time competent person as the construction manager with the duty of managing all the construction work on a single site, including the duty of ensuring occupational health and safety compliance, and in the absence of the construction manager an alternate must be appointed by the principal contractor.

2. Where the construction manager has not appointed assistant construction managers as contemplated in Construction Regulation 8(2) or, in the opinion of an inspector, a sufficient number of such assistant construction managers have not been appointed, that inspector must direct the construction manager in writing to appoint the number of assistant construction managers indicated by the inspector, and those assistant construction managers must be regarded as having been appointed under Construction Regulation 8(2).

3. No construction manager appointed under Construction Regulation 8(1) may manage any construction work on or in any construction site other than the site in respect of which he or she has been appointed.

4. A construction manager must in writing appoint construction supervisors responsible for construction activities and ensuring occupational health and safety compliance on the construction site.

2.3.2.2 Assistant Construction Manager

1. A principal contractor must upon having considered the size of the project, in writing appoint one or more assistant construction managers for different sections thereof: Provided that the

designation of any such person does not relieve the construction manager of any personal accountability for failing in his or her management duties in terms of this regulation

2.3.2.3 Construction Safety Officer

1. A contractor must, after consultation with the client and having considered the size of the project, the degree of danger likely to be encountered or the accumulation of hazards or risks on the site, appoint a full-time or part-time construction health and safety officer in writing to assist in the control of all health and safety related aspects on the site: Provided that, where the question arises as to whether a construction health and safety officer is necessary, the decision of an inspector is decisive.

2. No contractor may appoint a construction health and safety officer to assist in the control of health and safety related aspects on the site unless he or she is reasonably satisfied that the construction health and safety officer that he or she intends to appoint is registered with a statutory body approved by the Chief Inspector and has necessary competencies and resources to assist the contractor.

2.3.2.4 Construction Supervisor

1. A contractor must, upon having considered the size of the project, in writing appoint one or more competent employees for different sections thereof to assist the construction supervisor contemplated in Construction Regulation 8(7) and every such employee has, to the extent clearly defined by the contractor in the letter of appointment, the same duties as the construction supervisor: Provided that the designation of any such employee does not relieve the construction supervisor of any personal accountability for failing in his or her supervisory duties in terms of this regulation.

2. Where the contractor has not appointed an employee as contemplated in Construction Regulation 8(8), or, in the opinion of an inspector, a sufficient number of such employees have not been appointed, that inspector must instruct the employer to appoint the number of employees indicated by the inspector, and those employees must be regarded as having been appointed under Construction Regulation 8(8).

3. No construction supervisor appointed under Construction Regulation 8(7) may supervise any construction work on or in any construction site other than the site in respect of which he or she has been appointed: Provided that if a sufficient number of competent employees have been appropriately designated under Construction Regulation 8(7) on all the relevant construction sites, the appointed construction supervisor may supervise more than one site.

The Contractor will submit proof of supervisory appointments and any relevant appointments in writing (as stipulated by the OHS Act), prior to commencement of work

2.3.3 Competency for Contractor's Responsible Persons

1. The Contractor's responsible persons will be competent in health and safety and will have undergone Health and Safety Management Courses.

   Typical courses will include, HIRA, Legal liability, Incident Investigation, Construction regulations 2014 and OHS Act training. Proof must also be provided that the relevant appointed responsible person has experience related to the work that will be conducted

2.3.4 Compensation of Occupational Injuries and Diseases Act 130 of 1993 (COIDACT)

1. The Contractor will submit a letter of good standing with the Compensation Insurer to The Project Client / Client Agent, within 10 working days from receipt of the Letter of Acceptance from The Project Client / Client Agent prior to commencing work on site.

2.3.5 Occupational Health and Safety Policy

1. The Contractor shall have a HSE Policy (or policies) in line with the OHS Act 85 of 1993 section 7 requirements, the policy shall be duly signed by an authorised signatory. The policy must address commitments relating to the protection of the Health and Safety of Contractor's personnel and others, as well as the protection of the environment, in and about the execution of the works.

2. Copies of the contractors HSE Policy shall be provided as and when contractors are appointed

3. The Contractor shall prominently display a copy of the policy in the workplace where his employees normally report for service.

2.3.6 Health and Safety Organogram

1. The Contractor will submit an organogram to the Client/ Client Agent, outlining the Health and Safety site team appointments as required by the OHS Act. The organogram must include the legal reference under which each person is appointed as well as the persons contact details (Cell phone number and e-mail address).

2.3.7 Risk Assessment for construction work

1. A contractor must, before the commencement of any construction work and during such construction work, have risk assessments performed by a competent person appointed in writing, which risk assessments form part of the health and safety plan to be applied on the site, and must include—

   (a) the identification of the risks and hazards to which persons may be exposed to;
   (b) an analysis and evaluation of the risks and hazards identified based on a documented method;
   (c) a documented plan and applicable safe work procedures to mitigate, reduce or control the risks and hazards that have been identified;
   (d) a monitoring plan; and
   (e) a review plan.

2. A contractor must ensure that as far as is reasonably practicable, ergonomic related hazards are analyzed, evaluated and addressed in a risk assessment.

3. A contractor must ensure that all employees under his or her control are informed, instructed and trained by a competent person regarding any hazard and the related work procedures and or control measures before any work commences, and thereafter at the times determined in the risk assessment monitoring and review plan of the relevant site.

4. A principal contractor must ensure that all contractors are informed regarding any hazard that is stipulated in the risk assessment before any work commences, and thereafter at the times that may be determined in the risk assessment monitoring and review plan of the relevant site.

5. A contractor must consult with the health and safety committee or, if no health and safety committee exists, with a representative trade union or representative group of employees, on the monitoring and review of the risk assessments of the relevant site.

6. A contractor must ensure that copies of the risk assessments of the relevant site are available on site for inspection by an inspector, the client, the client's agent, any contractor, any employee, a representative trade union, a health and safety representative or any member of the health and safety committee.

7. A contractor must review the relevant risk assessment—

(a) where changes are effected to the design and or construction that result in a change to the risk profile; or
(b) when an incident has occurred.

Ergonomics must be addressed in the risk assessment – Refer to ERGONOMICS REGULATIONS, 2019

Issue Based Risk Assessment

1. As circumstances and needs arise, separate risk assessment will need to be conducted. An additional risk assessment will need to be conducted when for example:

(a) A new operation introduced onto site
(b) A system for work is changed
(c) After an accident or a 'near miss' has occurred

Continuous Risk Assessment

1. This should take place continually, as it forms an integral part of day-to-day management.

2. It should be conducted by frontline supervisors on a **DSTI (Daily Safe task instruction)** on site and it is essential that formal training is provided to enable the said personnel to be efficient in conducting said assessment. The Contractor must ensure that the Risk Assessment identifies the hazards present in work activities on site. This must be followed by an evaluation of the risks involved taking into account those precautions already being taken.

2.3.8 Health and Safety Representative(s)

1. The Contractor will ensure that a Health and Safety Representative(s) are /is elected for every 20 employees on site and trained to carry out his / her functions. The appointment must be in writing. The Health and Safety Representative will carry out regular inspection, keep records and report to the supervisor to take appropriate action. He / She will attend Health and Safety Committee Meetings. The Health and Safety Representative will be part of the team that will investigate incidents, accidents & non-conformances.

2.3.9 Health and Safety Committee

1. The Contractor will ensure that monthly health and safety meetings are held, and minutes are kept on record. Meetings must be organized and chaired by the Contractor's Responsible Person. The Contractor will ensure that the *Health and Safety Representative(s)* is/are invited to attend the meeting as observer. Copies of the minutes must be made available to the Client/ Client Agent or Inspector.

2.3.10 Inductions & Training

1. The Contractor will ensure that all employees under his / her control have gone through and internal health and safety induction ***before being allowed to perform any task on site,*** a copy of the induction material must also be available as proof of topics discussed during induction. The Contractor will keep a copy of the attendance register of all his / her employees who attended the induction. The contractor must ensure that as new employees are brought to site during the project they must also undergo inductions before being able to perform any task on site.

2. Employees are responsible for their own Health and Safety and that of their co-workers within their work area. They shall be made aware of their responsibilities during induction and awareness sessions which include:

- Familiarising themselves with their workplaces and Health and Safety procedures;
- Working in a manner that does not endanger them or cause harm to others;
- Keeping their work area tidy;
- Reporting all incidents / accidents / occupational ill-health and near misses;
- Protecting fellow workers from injury;
- Reporting unsafe acts and unsafe conditions;
- Reporting any situation that may become dangerous;
- Carrying out lawful orders and obeying HSE rules.

3. The Contractor shall ensure that all Contractors' personnel are adequately trained in the type of work / tasks to be performed. This training shall extend to include relevant procedures, Hazard Identification and Risk Assessment. Contractor's personnel shall have the appropriate qualifications and shall work under competent supervision. Copies of records of appropriate training and qualifications for all employees shall be kept and maintained.

2.3.11 Medical certificates of fitness

1. A contractor must ensure that all his or her employees have a valid medical certificate of fitness specific to the construction work to be performed and issued by an occupational health practitioner in the form of Annexure 3 of Construction Regulation 2014. This medical certificate must specifically state that the person is fit for duty and must also highlight any medical restrictions identified. ***The contractor must keep a detailed register in his safety file for all employees with restrictions and document how the restrictions are being managed.***

2.3.12 Awareness

1. The Contractor will conduct, toolbox talks twice weekly and before any hazardous work takes place. The talks will cover the relevant, daily, activity and an attendance register must be kept and signed by all attendees. A record of the content of the topic will be kept on the site health a safety file.

2.3.13 Competency

1. After the Contractor has identified the training to be conducted, based on the Hazard Identification Risk Assessment (HIRA); he / she will send the relevant persons on appropriate courses and keep certificates of training for reference.
2. The Contractor shall keep a record of all employees including the Subcontractor's employees, indicating their date of induction, relevant skills and licenses, and be able to produce this list at the request of the Client/Client Agent.

2.3.14 General Record Keeping

1. The contractor will keep and maintain Health and Safety records to demonstrate compliance with the Occupational Health and Safety Specification and the Act. The contractor will ensure that all records of incidents, spot fines, training etc. are kept on site. All documents will be available for inspection by The Project Client / Client Agent or Inspectors.

2.3.15 General Inspection, Monitoring and Reporting

1. The Contractor will carry out daily inspections and investigate all incidents and report to The Project Client / Client Agent. The contractor will be required to keep records of all inspections and investigations which were undertaken and any other inspections and investigations by person's authorised to do so.

2.3.16 Internal Audits

1. The contractor's responsible Safety Officer will conduct monthly Health and Safety Audits to ensure compliance with the OHS Act 85 of 193 requirements and Occupational Health and Safety Specification and communicate the findings to the Client Agent on a monthly basis. Records of audits must be kept, and non-conformance reported, investigated and corrective action must be taken to prevent re-occurrence.

2.3.17 External Audits

1. The Project Client / Client Agent will conduct health and safety audits to ensure compliance with the Occupational Health and Safety Specification and any relevant Health & Safety Legislation. All documentation held by the Contractor will be available for inspection.

2. Audits and Inspections may be conducted on an ad hock basis without informing the Contractor.

3. ***Any findings observed during these audits will be placed on an audit action plan that will show the deviation, the reason for the deviation occurring, the proposed actions that will be taken to correct the deviation, responsible persons name, proposed close out date, actual closed out date and a signature of the contractor's responsible person confirming the close out.***

2.3.18 Emergency Procedures

1. The Contractor will submit a detailed Emergency Procedure for approval by The Project Client / Client Agent prior to commencement on site. The procedure will detail the response plan including the following key personnel:

   (a) List of key personnel,
   (b) Details of emergency services,
   (c) Actions or steps to be taken in the event of the emergency; and
   (d) Information on hazardous materials / situations, including each material's hazardous potential impact or risk on the environment or human and measures to be taken in the event of an accident.

2. Emergency procedures will include, but will not be limited to, COVID-19, fire, spills, accidents to employees, use of hazardous substances, electrical shock or contact, etc. The Contractor will advise The Project Client / Client Agent in writing of any on site emergencies, together with a record of action taken, within 24 hours of the emergency occurring. A contact list of all service providers (Fire Department, Ambulance, Police, Medical and Hospital, etc.) must be maintained and available to site personnel.

2.3.19 First Aid Box and First Aid Equipment

1. The Contractor will appoint in writing a First Aider(s). The appointed First Aider(s) are to be sent for accredited first aid training before starting on site, or must be in possession of a valid certificate, of which copies are to be kept on site. The Contractors will provide, on site, First Aid Boxes, adequately stocked at all time, and ensure that the First Aid Box is accessible and fully controlled by a qualified First Aider. In addition, the location of these boxes must be indicated by means of Health and Safety Signage. A picture with the name and contact number of the First Aider on duty must be on displayed in all relevant areas.

2.3.20 Accident / Incident Reporting and Investigation

1. The Contractor will in addition to the prescribed requirements of the OHS Act investigate, record and report all reportable incidents. The investigations will be conducted by a qualified person

or persons who have sufficient knowledge to carry out an investigation. In the case of a serious injury, meaning one in which a loss of man-hours are experienced exceeding 7 days, an independent investigator must be appointed by the Contractor. All incidents on site must be reported to the Client Agent within 1 hour of occurrence by means of a telephone call or SMS.

2. The Contractor shall investigate all incidents immediately and supply to the Client/Clients Agent a written report within 3 days, which shall include:

- Date, time and place of incident;
- Description of incident;
- Root causes of incident/accident;
- Type of injury and/or (if any);
- Medical treatment provided (if any);
- Persons involved;
- Loss or damage sustained (if any);
- Names and contact details of witness/s;

2.3.21 Hazards and Potential Situations Communication

1. The Contractor will immediately notify other Contractors or Sub-contractors of any hazardous or potentially hazardous situations, which may arise during performance of the activities.

2.3.22 Personal Protective Equipment (PPE) and Clothing

1. The In terms of Section 8 of the OH&S Act, the duty of the Contractor is to take steps to eliminate or mitigate (hierarchy of control measures) any hazard or potential hazard to the safety or health of employees before resorting to PPE

2. The Contractor's personnel and Contractor's visitors shall use risk-based PPE, approved by SANS or the relevant internationally recognised authority, at all times, as a minimum.

3. The relevant standard of PPE shall be recorded on the appropriate method statement or assessment to allow workers to ensure that they have been provided with the correct type of PPE.

4. Additional PPE shall be identified from task risk assessments for specific areas where access is permitted.

5. Symbolic signs in terms of SANS 1186 indicating the type and use of PPE shall be placed at all entry points to the Contractor's yard and areas of the works under its control.

6. The Contractor will clearly outline procedures to be taken when PPE or clothing is:

(a) Lost or Stolen
(b) Worn Out or Damaged
(c) When and where it must be worn or used

2.3.23 Occupational Health and Safety Signage

1. The Contractor will provide adequate on site OHS signage complying with **SANS1186 requirements**. OHS signage will include, but will not be limited to, Construction area, Hard Hat / Helmet Area; Safety Goggles, Safety Shoes to be worn on site; Dust Masks to be worn in areas where there might be exposure to excessive dust; Ear Plugs / Muffs to be worn where there might be exposure over 85 dBa; Gloves; Safety Goggles; Safety Harness, etc. The Contractor will be responsible to maintain the quality and replacement of signage. Type of signage needed will be determined by the existing hazards and risks on site.

2. The contractor will also be required to display all relevant COVID-19 Instructive and informative posters at the offices and works areas.

2.3.24 Consolidated Health and Safety File

1. The Contractor will in accordance with Construction Regulation 7(1)e, hand a consolidated health and safety file to the client on completion of construction work, this must include records of drawings, designs, entry/exit medicals, incident investigations, non-conformances raised or received, risk assessments as well as significant information regarding the construction of the completed structure.

2.3.25 Permits

1. The Contractor will issue a permit for all hazardous or dangerous activities to be carried out during construction. The following is a list of hazardous activities which need a permit:

   (a) Working in Confined Space;
   (b) Use of a Hazardous Chemical Substance, e.g. Asbestos, Lead;
   (c) Use of Explosives and Blasting; and
   (d) Piling.

2. Wayleave application must be done at George Municipality Electrotechnical Department for all work that will be conducted inside the Substation area. There must be a wayleave specifically for each area of work

2.3.26 Contractors

1. The Principal Contractor will ensure that all contractors under his / her control are complying with the Occupational Health and Safety Specification, requirements by the OHS Act 85 of 1993 , and any relevant legislation which may relate to the activities directly or indirectly. Each sub-contractor must sign a 37(2) agreement as well as some Construction regulations 7(1)(c)(v) contractor appointment before being allowed to perform any work.

2.4 Occupational Safety

2.4.1 Stacking of Materials

1. A contractor must, in addition to compliance with the provisions for the stacking of articles in the General Safety Regulations, 2003, ensure that –

   (a) a competent person is appointed in writing with the duty of supervising all stacking and storage on a construction site;
   (b) adequate storage areas are provided;
   (c) there are demarcated storage areas; and
   (d) storage areas are kept neat and under control.

2.4.2 Housekeeping and General Safeguarding on Construction Sites

1. A contractor must, in addition to compliance with the Environmental Regulations for Workplaces, 1987, promulgated by Government Notice No. R. 2281 of 16 October 1987, ensure that suitable housekeeping is continuously implemented on each construction site, including –

   (a) the proper storage of materials and equipment;
   (b) the removal of scrap, waste and debris at appropriate intervals;
   (c) ensuring that materials required for use, are not placed on the site so as to obstruct means of access to and egress from workplaces and passageways.

(d) ensuring that materials which are no longer required for use, do not accumulate on and are removed from the site at appropriate intervals;
(e) ensuring that waste and debris are not disposed of from a high place with a chute, unless the chute complies with the requirements set out in regulation 14(6);
(f) ensuring that construction sites in built-up areas adjacent to a public way are suitably and sufficiently fenced off and provided with controlled access points to prevent the entry of unauthorized persons; and
(g) ensuring that a catch platform or net is erected above an entrance or passageway or above a place where persons work or pass under, or fencing off the danger area if work is being performed above such entrance, passageway, or place so as to ensure that all persons are kept safe in the case of danger or possibility of persons being struck by falling objects.

2.4.3 Hazardous Chemical Substances (HCS)

1. In addition to the requirements in the HCS Regulations, the principal contractor must provide proof in the Health and Safety Plan that:

(a) Material Safety Data Sheets (MSDS's) of the relevant materials / hazardous chemical substances are available prior to use by the contractor. Mention should be made how the principal contractor is going to act according to special/unique requirements made in the relevant MSDS's. All MSDS's will be available for inspection by the agent at all times.
(b) Exposure monitoring is done according to OESSM and by an Approved Inspection Authority (AIA) and that the medical surveillance programme is based on the outcomes of the exposure monitoring.
(c) How the relevant HCS's are being/going to be controlled by referring to:
    i. Limiting the amount of HCS
    ii. Limiting the number of employees
    iii. Limiting the period of exposure
    iv. Substituting the HCS
    v. Using engineering controls
    vi. Using appropriate written work procedures
(e) The correct PPE is being used.
(f) HCS are stored and transported according to SABS 072 and 0228.
(g) Training with regards to these regulations was given.

2. The H&S plan should make reference to the disposal of hazardous waste on classified sites and the location thereof (where applicable).

3. The First Aider must be made aware of the MSDS and how to treat HCS incidents appropriately.

2.4.4 Noise Induced Hearing Loss

1. Where noise is identified as a hazard the requirements of the NIHL regulations must be complied with and the following must be included / referred to in the Health and Safety Plan. The Contractor must be able to:

(a) Proof of training with regards to these regulations.
(b) That monitoring carried out by an AIA and done according to SABS 083.
(c) Medical surveillance programme is established and maintained for the necessary employees.
(d) Control of noise by means of:
    i. Engineering methods considered

ii. Admin control considered
iii. Personal protective equipment considered/decided on
iv. Describe how records are going to be kept for 40 years.

2.4.5 Pressure Vessels Including Gas Cylinders

1. The Contractor will comply with Pressure Equipment regulations, including:

(a) Providing competency and awareness training to the operators;
(b) Providing PPE or clothing;
(c) Providing and maintain appropriate signage in areas Pressure equipment are
(d) used;
(e) Inspect equipment regularly and keep records of inspections;
(f) Providing appropriate firefighting equipment (Fire Extinguishers).

2.4.6 Fire Extinguishers and Fire Fighting Equipment

1. The Contractor will provide adequate, regularly serviced fire extinguishers located at strategic points on site. The Contractor will keep spare serviced portable fire extinguishers. The Contractor will have adequate persons trained or competent to use the Fire Fighting Equipment. Safety signage will be posted; indicating locations of fire extinguishers.

2.4.7 Hired Plant and Machinery

1. The contractor will ensure that any hired plant and machinery brought to site is safe for use. The necessary requirements as stipulated by the OHS Act as well as those that are stipulated by this Occupational Health and Safety Specification, will apply. Health and Safety Induction is to be conducted with any hire plant or machinery operators and attendance of appropriate toolbox talks ensured. All operators of hired plant or machinery must be in possession of valid operator's certificates and medical certificates of fitness, as per requirement by the OHS Act.

2.4.8 Portable Electrical Tools / Explosive Power Tools

1. A contractor must, in addition to compliance with the Electrical Installation Regulations, 2009, and the Electrical Machinery Regulations, 1988, promulgated by Government Notice No. R. 1593 of 12 August 1988, ensure that –

(a) before construction commences and during the progress thereof, adequate steps are taken to ascertain the presence of and guard against danger to workers from any electrical cable or apparatus which is under, over or on the site;
(b) all parts of electrical installations and machinery are of adequate strength to withstand the working conditions on construction sites;
(c) the control of all temporary electrical installations on the construction site is designated to a competent person who has been appointed in writing for that purpose;
(d) all temporary electrical installations used by the contractor are inspected at least once a week by a competent person and the inspection findings are recorded in a register kept on the construction site; and
(e) all electrical machinery is inspected by the authorized operator or user on a daily basis using a relevant checklist prior to use and the inspection findings are recorded in a register kept on the construction site.

2.4.9 Hand Tools

All hand tools (hammers, chisels, spanners, etc.) must be inspected by the user prior to use.

Tools with sharp points in tool boxes must be protected with a cover. No make-shift tools on site. All cold chisels used on site shall be fitted with a hand guard to prevent hand injuries in case of a miss with the hammer.

All contractors shall have a user policy for use of craft knives. Knives shall not be carried in clothing pockets with an open blade. The Contractor shall ensure that the appropriate cut resistant PPE is worn by the user. Cut resistant material coverage should include the forearm of the non-knife holding hand unless other safety measures are taken.

2.4.10 High Voltage Electrical Equipment & Electrical Regulations

High Voltage Electrical Equipment

1. The Contractor will ensure that, where the work is under, on or near high-voltage electrical equipment the Electrical Regulations, together with safety instructions (Regulations of the Owner of the Equipment) are complied with.

2. Such equipment includes: -

- Eskom and the Local Authority equipment
- The Contractor's own power supply; and
- Electrical equipment being installed but not yet taken over from a Contractor by The Project Client / Client Agent.

2.4.11 Public Health and Safety

The Contractor will ensure that each person working on or visiting a site, and the surrounding community, will be made aware of the dangers likely to arise from on-site activities and the precautions to be observed to avoid or minimize those dangers. Appropriate health and safety signage will be posted at all times. No visitor will be allowed on site without permission of the Construction Supervisor or his/her Assistant. All visitors must complete a register, which should include the name, reason for visit and contact detail of said person. The Contractor will ensure that the site is fenced on all sides with a minimum requirement of 1600 mm Diamond mesh, galvanised fence, this fence must have a gate fitted to ensure security and stop unwanted entrance to site. The gate must be closed at all times and access must be controlled.

Both the Project Client / Client Agent and the Contractor have a duty in terms of the OHS Act to do all that is reasonably practicable to prevent members of the public and others being affected by the construction processes to be aware and put preventative measure in place. The public or visitors will go through a brief health and safety induction detailing hazards and risks they may be exposed to and what measures are in place to control these hazards and risks.

2.4.12 Night Work

1. The Contractor will not undertake any night work without prior arrangement and a written permit from The Project Client / Client Agent. The Contractor will ensure that adequate lighting is provided for all night work and failure to do so will result in work being stopped.

2.4.13 Facilities for Safekeeping and Eating Area (Mess Room) for workers

1. There will be a temporary structure to serve as a mess room or eating area.

2.4.14 Fall Protection

1. A contractor must –

   (a) designate a competent person to be responsible for the preparation of a fall protection plan;
   (b) ensure that the fall protection plan contemplated in paragraph (a) is implemented, amended where and when necessary and maintained as required; and
   (c) take steps to ensure continued adherence to the fall protection plan.

2. A fall protection plan contemplated in Construction Regulation 10(1), must include –

   (a) a risk assessment of all work carried out from a fall risk position and the procedures and methods used to address all the risks identified per location;
   (b) the processes for the evaluation of the employees' medical fitness necessary to work at a fall risk position and the records thereof;
   (c) a programme for the training of employees working from a fall risk position and the records thereof;
   (d) the procedure addressing the inspection, testing and maintenance of all fall protection equipment; and
   (e) a rescue plan detailing the necessary procedure, personnel and suitable equipment required to affect a rescue of a person in the event of a fall incident to ensure that the rescue procedure is implemented immediately following the incident.

3. A contractor must ensure that a construction manager appointed under regulation 8(1) is in possession of the most recently updated version of the fall protection plan.

4. A contractor must ensure that –

   (a) all unprotected openings in floors, edges, slabs, hatchways and stairways are adequately guarded, fenced or barricaded or that similar means are used to safeguard any person from falling through such openings;
   (b) no person is required to work in a fall risk position, unless such work is performed safely as contemplated in Construction Regulation 10(2);
   (c) fall prevention and fall arrest equipment are -
      i. approved as suitable and of sufficient strength for the purpose for which they are being used, having regard to the work being carried out and the load, including any person, they are intended to bear; and
      ii. securely attached to a structure or plant, and the structure or plant and the means of attachment thereto are suitable and of sufficient strength and stability for the purpose of safely supporting the equipment and any person who could fall; and
   (d) fall arrest equipment is used only where it is not reasonably practicable to use fall prevention equipment.

5. Where roof work is being performed on a construction site, the contractor must ensure that, in addition to the requirements set out in Construction Regulation 10 (2) and (4), it is indicated in the fall protection plan that –

   (a) the roof work has been properly planned;
   (b) the roof erectors are competent to carry out the work;
   (c) no employee is permitted to work on roofs during inclement weather conditions or if any conditions are hazardous to the health and safety of the employee;
   (d) all covers to openings and fragile material are of sufficient strength to withstand any imposed loads;
   (e) suitable and sufficient platforms, coverings or other similar means of support have been provided to be used in such a way that the weight of any person passing across or working on or from fragile material is supported; and

(f) suitable and sufficient guard-rails, barriers and toe-boards or other similar means of protection prevent, as far as is reasonably practicable, the fall of any person, material or equipment.

2.4.15 Scaffolding

All scaffolding used shall comply with the OHS Act and Construction Regulations as well as SANS 10085.

All scaffolding shall be inspected by a competent person on a daily basis as a minimum and also before use following weather conditions that could have made the scaffolding unsafe e.g. wind, rain which could make ground conditions unstable. Inspections shall be carried out on scaffolds that may be affected by adverse weather conditions.

Users of scaffolding shall carry out a visual inspection on a daily basis before use. If unsafe conditions are found or suspected, the scaffold shall be isolated until a thorough inspection has been made. A visual inspection shall be carried out at the end of the shift and if unsafe conditions are found or suspected the scaffold shall be isolated until above is applied.

An appropriate scaffolding tagging system shall be used to confirm the status of scaffolding for use or not to be used. The footing or anchorage points for scaffolds shall be sound, rigid, and capable of carrying the maximum intended load without settling or displacement. Unstable objects such as barrels, boxes, loose brick, or concrete blocks shall not be used to support scaffolds or planks.

The Contractor must give preference to using scaffold stairs instead of ladders for all scaffolds. These scaffolds must be fitted with a kick place at the bottom of each stair section. The kick plate shall be able to prevent a member of contractors' personnel slipping down the staircase and sliding between the floor and the mid-rail.

2.4.16 Ladders (Portable)

All ladders shall have an identification tag, logged in a ladder register, and inspected on a monthly basis by a competent person and by the user prior to use.

Damaged ladders shall be marked as "DAMAGED" and removed from the Project Site (or at other places, if any, as may be specified under the Contract as forming part of the Site) and replaced with ones in good condition.

All ladders used for access shall be secured. Contractor's Personnel climbing a ladder with a fall exposure greater than 8 meters shall be protected by an approved cage, ladder climbing device, or by the use of a body harness, lanyard, or lifeline system.

When ascending or descending ladders, Contractor's Personnel shall maintain three points of contact at all times and shall face the ladder. Portable metal ladders shall not be used in the vicinity of energized electrical circuits. Portable straight ladders shall not be used without non-skid bases.

The ladder shall be placed so that the distance between the bottom of the ladder and the supporting point is approximately 1/4 of the ladder length between supports.
When dismounting from a ladder at an elevated position (as at a roof), the employee shall ensure that the ladder side rails extend at least 1 meter above the dismount position, or that grab bars are present.

Contractor's Personnel shall wear a body harness and lanyard and tie off to a secure anchor whenever both hands must be used for the job or whenever Contractor's Personnel are exposed to a fall in excess of 2 meters. Step ladder legs shall be fully spread, and the spreading bars locked in place. Step ladders shall not be used as straight ladders.

2.4.17 Barricading

Areas where a restriction or prevention of unauthorised persons accessing (e.g., trenches, excavations, wall and floor openings, etc.) is required will be provided with barricades and guards to prevent entry.

All barricading shall be of the rigid type, unless otherwise approved by the Engineer, and secure in assembly.

Contractors shall utilize warning signage that has been approved by the Engineer. All openings and edges must be barricaded with solid barricading to withstand an impact of at least 100kg. Physical barriers and warning signage shall be provided to prevent persons falling into openings in floors, stairwells, staircases, open-sided buildings and any structure in the course of erection, where dangerous openings exist.

2.4.18 Severe Weather

The Contractor shall conduct operations in a manner that do not put personnel at risk from weather and weather-related injury.

2.5 Occupational Health

1. Exposure of workers to occupational health hazards and risks are very common in any work environment, especially in construction. The occupational hazards and risks may enter the body in three ways:
   (a) Inhalation e.g. cement dust;
   (b) Ingestion through swallowing;
   (c) Absorption through the skin (pores) e.g. painting or use of thinners.

2. All contractors are to ensure that where employees are exposed to airborne contaminants, pre-employment medicals should be conducted to ensure fitness to work under such conditions.

3. All contractors will be responsible for the full cost of medical treatment that his staff may require; the contractor is therefore required to ensure that all his personnel are medically fit.

4. All Contractors should ensure that Occupational Hygiene surveys are conducted as per the Occupational Health and Safety Act to ensure employees is not exposed to hazards. Risk Assessments should identify areas where surveys are to be conducted.

2.6 COVID-19 (SARS-CoV-19 virus) Workplace Preparedness:

General Precautionary Measures

Use checklists/Questionnaire completed daily by the employees that addresses symptoms of COVID-19 and where temperature measurements are noted. The document should at minimum include the following.

- Name and Surname of employee
- Home address
- Date Completed
- Date of Birth
- Job description
- Contact number as well as alternative contact number
- Next of kin details – Name, relationship, and contact details
- Site information

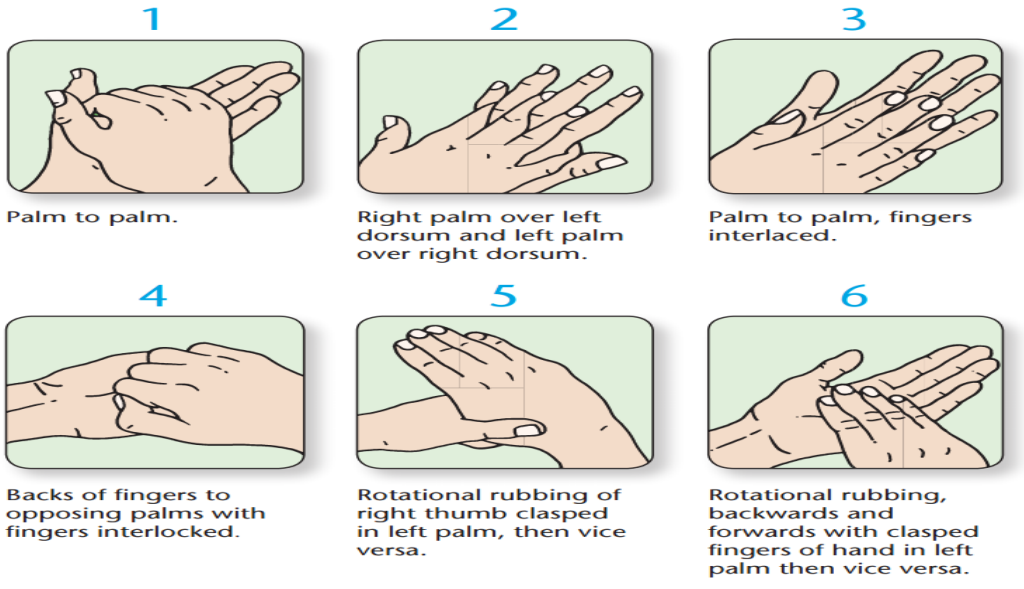
The following minimum questions regarding symptoms must form part of the document

- Fever/Chills Yes/No
- Cough Yes/No
- Sore throat Yes/No
- Shortness of Breath Yes/No
- Body Aches Yes/No
- Redness of eyes Yes/No
- Loss of smell OR loss of taste Yes/No
- Nausea/vomiting/diarrhoea Yes/No
- Fatigue/weakness Yes/No

- Employees temperatures must be tested at minimum twice a day.
- Ensure a minimum distance of at least 2 meters between workers.
- Avoid close contact with people suffering from acute respiratory infections.
- Frequent sanitizing and handwashing, especially after direct contact with ill people or their environment.
- Avoid crowded places and close contact with people who are unwell or showing symptoms of illness.
- People with symptoms of acute respiratory infection should practice cough etiquette (maintain distance, cover coughs and sneezes with disposal tissues or clothing, and wash hands).
- Wear N95 or surgical masks.
- Cover all wounds or cuts on hands with waterproof plasters.
- Practice good personal hygiene (e.g. after clean-up is carried out, after handling waste or other dirty items, and after visiting the toilet).
- Seek medical attention promptly if one is feeling unwell.
- All employees to be vigilant and always adopt good personal hygiene practices.
- Avoid handshakes, fist bumps or any type of physical contact.

The Correct Way To Wash Your Hands

Proper hand washing means washing your hands for at least 30 seconds with soap and water. The
constant rubbing action helps soap break down the grease and dirt that carry most germs. This way,
you will reduce the germ count on your hands by up to 99%.



Precautionary Measures Towards General Housekeeping / Waste Management

- Assign a team of employees to carry out cleaning and housekeeping daily.
- Provide facial masks, rubber gloves, safety glasses & other required PPE for housekeeping employees.
- Disinfect high human contact points such as doorknobs / door handles and tabletops with disinfectants such Hypochlorite, Alcohol min 70%, Hydrogen peroxide, phenolic compounds or Quaternary ammonium compounds on a daily basis. Consult labels and material safety data sheets for PPE and first aid requirements.
- Ensure waste bins are always covered/cleared daily.
- Clean up any spillages immediately.
- Clean toilets regular and pay attention to areas with high human contact such as water taps, door / towel / cistern handles, seats and cover flaps, wash basins, doorknobs, buttons and switches.
- Provide adequate supply of toilet paper.
- Do not use a common hand towel. Always use paper towel or hand dryers and liquid soap at all times.
- Ensure toilet – flushing apparatus is functioning at all times.
- Ensure that all sanitary pipes and fittings are in good working conditions.

Site Entry

- Daily toolbox talks will be introduced upon reporting for duty
- Employees will be sensitized on the precautionary measures with regard to the exposure and the personal hygiene of employees.
- Emphasize the importance of reporting symptoms such as cough, sore throat, high fever, and believe you may have been exposed to someone with the Novel Corona virus. Provide employees with the COVID-19 helpline number **0800 029 999**
- Encourage employees if they do have a mild cough or other flu like symptoms to visit the local clinic or doctor.
- If employees experience any of the above, they should report immediately to their Line Managers and / or HR Manager.
- Keep updated register of employees on site each day for tracing purposes should an employee test positive

Precautionary Measures For Handling Visitors

External visitors access will be restricted. Only critical customer and supplier visitors will be Allowed On site . Any other exceptions will also require site leader approval prior to entry.

Continued Precaution

Employees who have symptoms (such as a fever and a dry cough) or have reason to believe they were Exposed to someone diagnosed with Covid-19, may not come to work and must contact their local Human Resources representative immediately.

- Monitor themselves for fever (e.g. ≥37.5°C) and respiratory symptoms such as cough and breathlessness.
- If employees develop fever, cough, or breathlessness, or are feeling unwell, they should seek medical attention immediately at any outpatient clinic. Inform the clinic staff and the doctor of their travel history of the last 14 days. Wear a surgical mask before leaving their residence and avoid taking public transport.
- In emergency situations (e.g. difficulty in breathing), employees should call emergency ambulance services to take them to hospital.
- Employees should update their employer if they feel unwell and that they are seeking medical attention.

Risk assessment
Worker risk of occupational exposure to SARS-CoV-2 (the virus that causes COVID-19) during An outbreak may vary from very high to high, medium, or low (caution) risk. The level of risk Depends in part on the industry type, need for contact within 2 metres (6 feet) of people known to be, or suspected of being infected with SARS-CoV-2, or requirement for repeated or extended contact with persons known to be, or suspected of being infected with SARS-CoV-2.

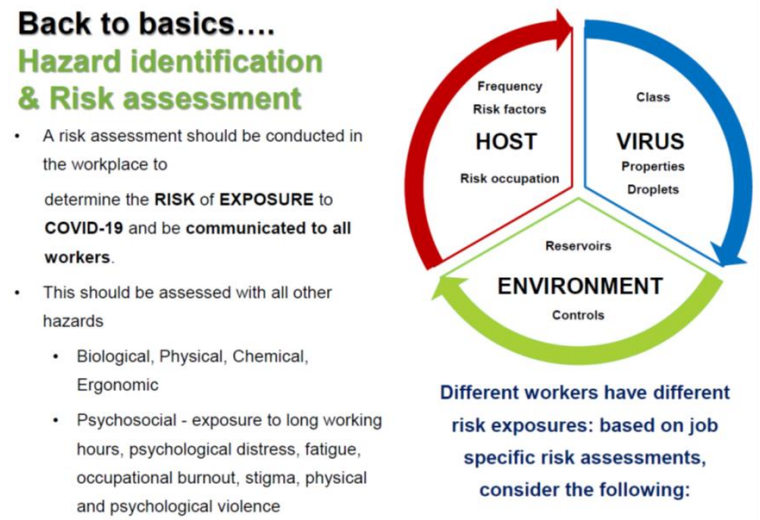
The contractor must conduct a full risk assessment addressing all hazards and risks in his/her work area associated with COVID-19. The following classifications must used for this purpose

Very High Exposure Risk
Very high exposure risk jobs are those with high potential for exposure to known or suspected Sources of COVID-19 during specific medical, post mortem, or laboratory procedures.

High Exposure Risk
High exposure risk jobs are those with high potential for exposure to known or suspected sources of COVID-19. Workers in this category include: Healthcare delivery and support staff (e.g. doctors, nurses, and other hospital staff who must enter patients rooms) exposed to known or suspected COVID-19 patients.

Medium Exposure Risk
Medium exposure risk jobs include those that require frequent and/or close contact with (i.e. within 2 meters of) people who may be infected with SARS-CoV-2, but who are not known or suspected COVID-19 patients. In areas without ongoing community transmission, workers in this risk group May have frequent contact with travellers who may return from international locations with widespread COVID-19 transmission.

Lower Exposure Risk (Caution)
Lower exposure risk (caution) jobs are those that do not require contact with people known to be, or suspected of being infected with SARS-CoV-2, nor frequent close contact with (i.e. within 2 meter of) the general public. Workers in this category have minimal occupational contact with the public and other co-workers.



Implementing Workplace Controls
The legislation governing workplaces in relation to COVID – 19 is the Occupational Health and Safety Act, Act 85 of 1993, as amended, read with the Hazardous Biological Agents Regulations. Section 8 (1) of the Occupational Health and Safety (OHS) Act, Act 85 of 1993, as amended, requires the employer to provide and maintain as far as is reasonably practicable a working

environment that is safe and without risks to the health of employees. Specifically section 8(2)(b) requires steps such as may be reasonably practicable to eliminate or mitigate any hazard or potential hazard before resorting to personal protective equipment (PPE). However, in the case of COVID–19, a combination of controls is required, although the main principle is to follow the hierarchy of controls.

With COVID-19, it may not be possible to eliminate the hazard, the most effective protection measures are (listed from most effective to least effective): engineering controls, administrative controls, safe work practices (a type of administrative control), and PPE. There are advantages and disadvantages to each type of control measure when considering the ease of implementation, effectiveness and cost. In addition to the types of workplace controls discussed below, the National Institute for Communicable Diseases (NICD) provides fact sheets that guide specific workplaces (employers and employees) in relation to recommended infection prevention strategies to implement in workplaces.

Engineering Controls
Engineering controls involve isolating employees from work-related hazards. In workplaces where they are appropriate, these types of controls reduce exposure to hazards without relying solely on worker behaviour and can be the most cost-effective solution to implement. Engineering controls for SARS-CoV-2 include:

- Installing high-efficiency air filters (not to be relied on as the most appropriate in isolation of other controls).
- Increasing ventilation rates in the work environment.
- Installing physical barriers such as face shields.
- Specialized negative pressure ventilation in some settings (e.g. airborne infection isolation rooms in healthcare settings and autopsy rooms in mortuary settings).

Administrative Controls
Administrative controls require action by the employee and employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard. Examples of administrative controls for SARS-CoV-2 include:

- Encouraging sick workers to stay at home.
- Minimizing contact among workers, clients, and customers by replacing face-to-face meetings with virtual communications e.g. conference calls, Skype, etc.
- Minimizing the number of workers on site at any given time e.g. rotation or shift work.
- Discontinuing nonessential local and international travel. Regularly check travel advice from the Department of Health at: www.health.gov.za
- Developing emergency communications plans, including a task team for answering workers' concerns and internet-based communications, if feasible.
- Providing workers with up-to-date education and training on COVID-19 risk factors and protective behaviours (e.g. cough etiquette and care of PPE).
- Training workers who need to use protective clothing and equipment on how to put it on, use/wear it and take it off correctly, including, in the context of their current and potential duties. Training material should be easy to understand and available in the appropriate language and literacy level for all workers.

Safe Work Practices
Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard. Examples of safe work practices for SARS-CoV-2 include:

- Providing resources and a work environment that promotes personal hygiene. For example, no-touch refuse bins, hand soap, alcohol-based hand rubs containing at least 70 percent

alcohol, disinfectants, and disposable towels for workers to clean their hands and their work surfaces.
- Requiring regular hand washing or using of alcohol-based hand rubs. Workers should always wash hands when they are visibly soiled and after removing any PPE.
- Display handwashing signs in restrooms.

Personal Protective Equipment (PPE)
While engineering and administrative controls are considered more effective in minimizing exposure to SARS-CoV-2, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

Examples of PPE include: gloves, goggles, face shields, face masks, gowns, aprons, coats, overalls, hair and shoe covers and respiratory protection, when appropriate. During an outbreak of an infectious disease, such as COVID-19, recommendations for PPE specific to occupations or job tasks may change depending on geographic location, updated risk assessments for workers, and information on PPE effectiveness in preventing the spread of COVID-19. Employers should check the NICD website regularly for updates about recommended PPE.

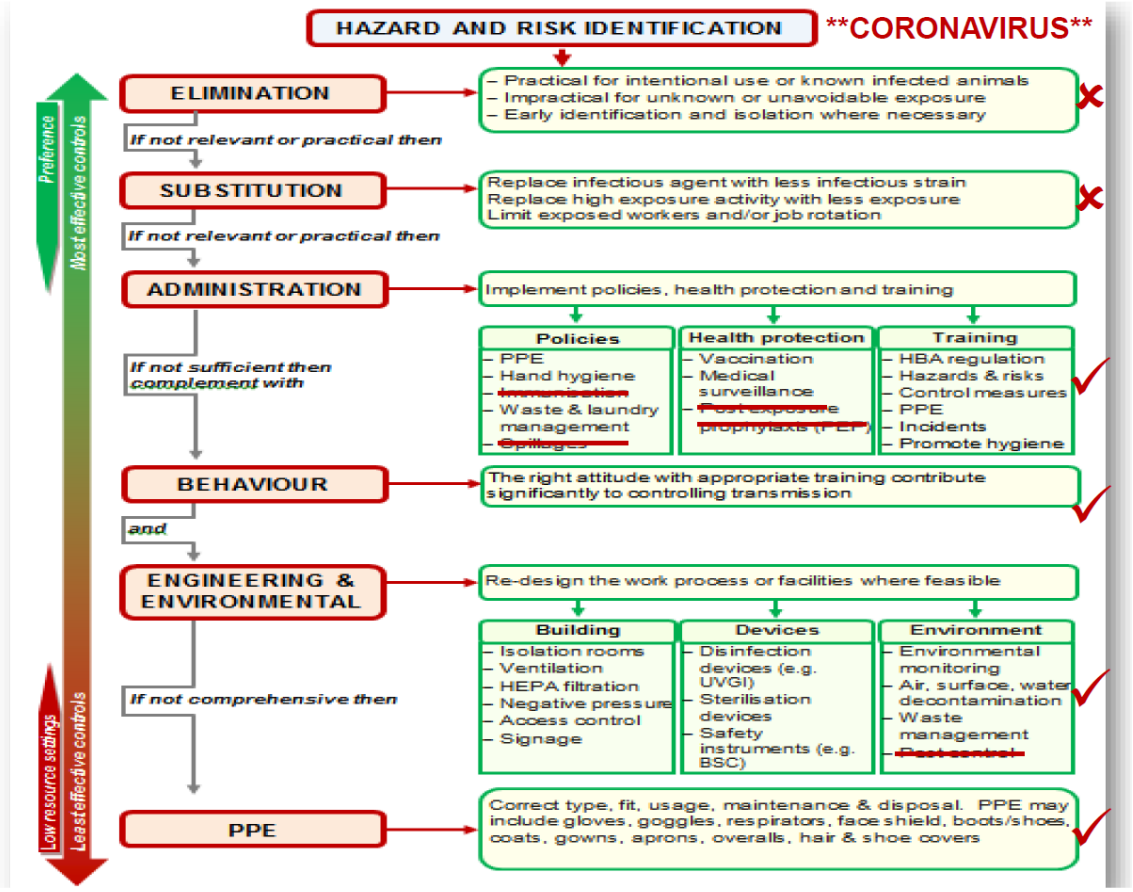
All types of PPE must be:

- Selected based upon the hazard to the worker.
- Properly fitted (e.g., respirators).
- Consistently and properly worn when required.
- Regularly inspected, maintained, and replaced, as necessary.
- Properly removed, cleaned, and stored or disposed of, as applicable, to avoid contamination of self, others, or the environment.

Employers are obligated to provide their workers with PPE needed to keep them safe while performing their duties. The types of PPE required during a COVID-19 outbreak will be based on the risk of being infected with SARS-CoV-2 while working and job tasks that may lead to exposure. Workers, including those who work within 2meters of patients known to be, or suspected of being, infected with SARS-CoV-2 and those performing aerosol-generating procedures, need to use respirators:

- Approved N95 filtering half face respirators as a minimum used in the context of a comprehensive, written respiratory protection program that includes fit-testing, training, and medical exams.
- The appropriate form of respirator will depend on the type of exposure and on the transmission pattern of COVID-19.

The process of implanting the hierarchy of controls may be summarised in Figure, below. If the first step of the hierarchy is not applicable, the employer must move to the next step.



OCCUPATIONAL HEALTH AND SAFETY SPECIFICATION REQUIREMENTS FOR CONSTRUCTION

ANNEXURE A

Notification of Intention to Commence Construction / Building work	To be completed and logged with the Department of Labour	Before commencement on site
Assignment of Responsible Person to Manage Building Work	All relevant appointments as per OHS Act	Before commencement on site
Assignment of Responsible Person to Supervise Building Work	All relevant appointments as per OHS Act	Before commencement on site
Medical Certificates of Fitness for all personnel on site	As per specifications and OHS Act	Before commencement on site
Competency for Responsible Persons	As per specifications and OHS Act	Before commencement on site
Compensation of Occupational Injuries and Diseases Act (COIDA) 130 of 1993	COIDA Requirement	Before commencement on site and during construction period
Occupational Health and Safety Policy	Contractor's Responsibility	At tender stage
Health and Safety Organogram.	Contractor's Responsibility	Before commencement on site
Health & Safety Representative	Section 17 OHS Act	Submit as soon as there are more than 20 employees on site

Assignment of Contractor's Responsible Persons

ANNEXURE B

The contractor **will** make the following appointments where applicable and ensure that CV's and competency certificates are attached to the relevant appointments* but are not limited to:

CEO Section 16.1 Board Resolution or declaration
(Competent Person for OHS) - OHS 16(2)*
Construction Manager CR 8(1)*
Construction Safety Officer - CR 8(5)
Construction Work Supervisor - CR 8(7)*
Construction Work Assistant Supervisor - CR 8(8)*
Risk Assessor - CR 9(1)
Competent Person to perform Risk Assessment Training – CR 9(3)
Fall Protection Planner CR 10(1)
Construction Vehicle & Mobile Plant Operator - CR23(1)(d)*
Temporary Electrical Installation Inspector CR 24
Housekeeping Supervisor CR 27
Stacking & Storage Supervisor - CR 28(a)
Fire Equipment Inspector - CR 29(h)
Emergency Coordinator - ER 9
H&S Committee Chairperson - OHS 19 (*where applicable)*
First Aider/s - GSR 3 **(Compulsory)**
Hazardous Chemical Substance Supervisor - HCS Regulations
Health and Safety Representative - OHS 17(1) (*where applicable)*
Portable Electrical Equipment Inspector EMR 10
Incident / Accident Investigator - GAR 9(2)
PPE Inspector – GSR 2
COVID-19 Compliance Officer

OTHER Occupational Health and Safety Specification REQUIREMENTS

ANNEXURE C

The contractor will comply and not be limited to the following requirements:

What	When	Output	Reference information
Awareness training Toolbox talks	Twice a week and before hazardous work is carried out	Attendance Register	
DSTI	Daily before work starts	Signed document	
Health and Safety Committee Meetings	Monthly	Minutes signed by the employer (Contractor) Covering: a) Health and Safety Representative Checklist	
Health and Safety Reports	Monthly	Report covering: a) Incidents/Accidents and Investigations b) Non-conformance c) Health and Safety Training d) HIRA Updates e) Internal and External Audits	Incident reporting and investigation for The Project Client / Client Agent & Contractor form
General Inspections	As per Occupational Health and Safety Specification and OHS Act	Report on Occupational Health and Safety Specification and OHS Act compliance: a) Scaffolding b) Lifting Machinery c) Excavations	
General Inspections	Monthly	Covering: a) Firefighting Equipment b) First Aid boxes c) Portable Electrical Equipment d) Ladders e) Vehicle & plant inspections	
Record keeping	Ongoing	Covering: a) General complaints b) Fines c) General incidents d) MSDS e) Surveillance Medicals f) Inspection Register	
Permits	Before commencement with certain activities	As stipulated by the Occupational Health and Safety Specification and the OHS Act / Construction Regulations	

SAFETY FILE REQUIRMENTS

ANNEXURE D

The contractor will comply and not be limited to the following requirements:

Item	Description
1.	OHS Act section 37.2 Agreement & **CR 5(1)(k) Principal Contractor Appointment**
2.	EHS Plan ***(Approved by Client as well as contractor responsible person)***
3.	Contractor Policies ***(As well as proof of communication to employees)***
4.	Scope of Work & ***Letter of award of contract***
5.	Contractor Public Liability Insurance Cover **(Proof of cover and policy number)**
6.	Notification of Construction Work to Department of Labour (Copy) **Stamped by DOL**
7.	Client SHE Specifications ***(Proof of communication to Construction Manager & Supervision)***
8.	Letter of Good Standing with a Licenced Compensation Commissioner (COID)
9.	Organisation Structure ***(Must indicate legal appointment reference, contact number as well as e-mail address where applicable)***
10.	Induction ***(Copy of training material and proof of training)***
11.	Risk Assessments ***(Approved risk assessment by contractor and Agent as well as proof of communication to all employees)***
12.	Area Emergency Plan site specific ***(Proof of communication to employees)***
13.	All Safe work procedures relevant to tasks that will be performed tasks identified as high-risk activities during risk assessment process
14.	Incident Investigation Procedure and Documents
15.	Appointments Letters ***(Copy of legal appointments and competency/CV/Certificates)***
16.	Site Specific Audits and Internal Audits/Inspection Arrangements ***(Client as well as internal)***

17.	Personal Protective Equipment ***(Proof of issue as well as monthly inspections by supervision)***
18.	Workers Welfare Facilities &Waste Management ***(Plot plan and inspections)***
19.	Toolbox Talks ***(Topics and proof of communication)***
20.	Site EHS Meetings Arrangements
21.	Equipment/Tools Inspections Checklist/Registers
22.	Medical Surveillance Certificates
23.	Copy of the Act & WCL2 Forms
24.	MSDS'S of all chemicals that will be used on site (16 Point MSDS as required by law)
25.	Fall Protection Plan
26.	COVID-19 Workplace preparedness plan and all relevant registers and inspections